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Communications and Information

**PUBLISHING PROCESSES
AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements the policy in Air Force Policy Directive (AFPD) 33-3, *Information Management*, and executes the guidance in Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. It provides guidance for developing, accessing and disseminating Air Force publishing products. It also provides information on ordering social protocol stationery as well as specialty products. It applies to all Air Force personnel who prepare and use publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC). It must be used in conjunction with AFI33-360. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form (AF) 847, *Recommendation for Change of Publication*; route AF847s from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD33-3 and Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Management System (AFRIMS) located at https://afrims.amc.af.mil/rds_series. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

Redefines Roles and Responsibilities within AFDPO as well as other entities, provides specific instructions for MAJCOM publications and forms managers, clarifies and outlines the process for requesting Forms Designer Training, provides detailed instructions for requesting printing support, includes specific information relating to various publications, provides sample formats for a Policy/Guidance Memorandum and Amended Policy/Guidance Memorandum. See **Attachment 3** and **Attachment 4**.

Section A—Roles and Responsibilities	4
1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).....	4
2. Headquarters Air Force Office of Primary Responsibilities (OPR).	5

3.	MAJCOM/FOA/DRU Senior Communications and Information Manager	5
4.	Organization Commander/Director	6
5.	Field Publications/Forms Manager Responsibilities	6
6.	Organization Account Representative (OAR)	6
Section B—Publications and Forms Processing		7
7.	Required format for processing standard Air Force publications	7
8.	Rescinding Field and Departmental Publishing Products	7
9.	Publication/Form Action Requests	7
10.	Submitting Departmental Publications for Tagging	7
11.	Submitting Field Publications for Tagging	8
12.	Departmental Form Development.	8
13.	MAJCOM and Field Activity Forms.	9
14.	Submitting Items for the Product Announcement.	9
Section C—Procurement and Distribution Process		10
15.	General Information.....	10
16.	Requesting Printing Support.	10
17.	Physical Product Storage and Distribution from the Air Force Publishing Distribution Center (AFPDC).	10
18.	Distribution of Classified Publications.	10
19.	Obtaining Controlled Products.	11
20.	Obtaining an Organizational Account.	11
21.	Air Force Contracting Officers.	12
22.	Obtaining Unclassified/Unrestricted Physical Products.	12
23.	Service and Order Desks.....	13
24.	Document Automation and Production Service (DAPS).	14
25.	Sale to the Public.	14
26.	Purpose of Social Protocol Stationery.	14
27.	How to Obtain Social Protocol Stationery.....	14
28.	Stationery Items Available.....	14
29.	Senior Executive Service (SES) Stationery.	15
30.	Who May Use the Stationery.....	15
31.	Restrictions on Supplements Regarding Social Protocol Stationery and Forms.	15

32.	Specialty and Unique Products.	16
33.	Ordering and Receiving Accountable Forms.....	16
34.	Storing Safeguard and Accountable Forms and Using General Purpose Forms.	16
Section D—Training		17
35.	Forms/Designer Training and Computer-Based Training (CBT).....	17
36.	CBT access.	18
37.	Forms Adopted.	18
38.	Forms Prescribed.	18
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		20
Attachment 2— ACCOUNT REQUEST INSTRUCTIONS		23
Attachment 3— SAMPLE OF GUIDANCE MEMORANDUM (GM) AND POLICY MEMORANDUM (PM)		25
Attachment 4— SAMPLE OF AMENDED GUIDANCE MEMORANDUM (GM) AND POLICYMEMORANDUM (PM)		26

Section A—Roles and Responsibilities

1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).

SAF/AA implements the policy provided by Warfighter Integration and Chief Information Officer (SAF/XC) and establishes the publications and forms guidance and procedures, through the Air Force Policy, Plans, and Resources Directorate (SAF/AAX).

1.1. Air Force Policy, Plans and Resources Directorate (SAF/AAX).

SAF/AAX is responsible for establishing guidance and procedures for creating and processing publications and forms.

1.2. Air Force Departmental Publishing Office (AFDPO).

AFDPO implements Air Force Publications and Forms Management guidance established by SAF/AAX and serves as the Headquarters Air Force Publications and Forms manager.

1.2.1. Plans and Programs Manager (AFDPO/PPX).

1.2.1.1. Develops the life-cycle management of publications and forms processing at the departmental level.

1.2.1.2. Reviews and coordinates on proposed Air Force-wide publications and forms management guidance and policy.

1.2.1.3. Develops and executes the Air Force Electronic *e*-Publishing Program Plan.

1.2.1.4. Provides support of electronic publishing activities.

1.2.1.5. Establishes and maintains a World Wide Web Internet site for public access to unrestricted Air Force publications and forms.

1.2.1.6. Synchronizes all training and implementation of new systems and electronic publishing software.

1.2.1.7. Provides “hands-on” Forms Designer Training via classroom as well as on-line Computer-Based Training (CBT) which is accessed via the Air Force Portal and the e-publishing website for customers Air Force wide.

1.2.1.8. Manages the overall operation of the Customer Service Desk.

1.2.2. Product Development Manager (AFDPO/PPP).

1.2.2.1. The Headquarters Air Force (HAF) publications/forms manager:

1.2.2.2. Is the verifying official for *AF Form 1846*, Request for and Record of Organizational Account, originating from the HAF offices.

1.2.2.3. Approves development of departmental publishing products and provides direct support to Air Force-level publications and forms OPRs.

1.2.2.4. Supports publishing of Air Force-level and MAJCOM-level publications.

1.2.2.5. Establishes and implements overall publishing processes and procedural guidance for processing publications and forms for commands to administer their publishing programs.

Note: AFDPO does not provide editing service for publications.

1.2.2.6. Coordinates and reviews new and revised Air Force departmental publications and forms.

1.2.2.7. Establishes standards and methods for analyzing, reviewing, designing, controlling, producing, and maintaining all forms and all other publishing products initiated within the Air Force.

1.2.2.8. Maintains electronic repositories.

1.2.2.9. Posts Product Announcement information.

1.2.2.10. Electronic product dissemination via the e-Publishing website.

1.2.2.11. Provides operational guidance to subordinate activities' publications and forms management.

1.2.2.12. Manages the Central Tagging Operation (CTO).

1.2.2.13. Monitors forms management, analysis, and design for HAF.

1.2.3. Procurement/Distribution Manager (AFDPO/PPL).

1.2.3.1. The Printing/Procurement manager manages the overall operation of the:

1.2.3.1.1. Physical repositories.

1.2.3.1.2. On-line ordering service.

1.2.3.1.3. Air Force Publishing Distribution Center (AFPDC).

1.2.3.1.4. Physical product dissemination via the e-Publishing website.

1.2.3.2. Provides electronic publishing products in various media to support all users.

1.2.3.3. Provides distribution service for physical products for Air Force, MAJCOM, FOA, and DRU not yet digitized or capable of being digitized.

2. Headquarters Air Force Office of Primary Responsibilities (OPR).

2.1. AFDPO serves as the Headquarters Air Force publications and forms manager, but does not provide editorial services. HAF OPRs must review publishing products before sending them to AFDPO.

2.2. Ensure the publishing requests follow guidance in and formatting as defined in AFI33-360 (e.g., do not include the Table of Contents and do not use auto numbering which could result in processing delays).

2.3. Ensure correct publication title and OPR information are in electronic mail (E-mail) that is sent to AFDPO/PPP.

2.4. Submit publishing products in draft via e-mail, attach all graphic files, and keep a record set for standard and specialized publications.

2.5. Ensure safeguard of classified documents.

3. MAJCOM/FOA/DRU Senior Communications and Information Manager. Designates an individual as the publications/forms manager to administer the organization's official publications/forms program (see AFI33-360).

4. Organization Commander/Director. Appoints an Organizational Account Representative (OAR). When classified and For Official Use Only (FOUO) publications and accountable forms are needed to perform the organization's mission, the organization commander signs the AF Form 1846, to approve appointments of (OAR) and an alternate. The OAR can be designated at the lowest level necessary to accomplish the mission.

5. Field Publications/Forms Manager Responsibilities.

- 5.1. Is the verifying official for AF Form 1846 originating from the installation.
- 5.2. Is the primary focal point (at their level) for Air Force Publications and Forms Management.
- 5.3. Implements the procedures in this manual.
- 5.4. Reviews publishing products prior to forwarding them to AFDPO. **Note:** AFDPO will return publishing products that are not properly formatted or not in compliance with AFI33-360.
- 5.5. Submits publishing products via File Transfer Protocol (FTP) to AFDPO for tagging and posting.
 - 5.5.1. To access the FTP site, Publication and Forms Managers at all levels will provide a DD 2875, *System Authorization Access Request*.
 - 5.5.1.1. Complete DD 2875, Part I (**Except block #2**), Part II, and blocks #17 thru #20. Forms can be transmitted via email to AFDPO-CTO@pentagon.af.mil, or by fax to DSN 754-2387 or Comm (202)404-2387, ATTN: AFDPO/PPX-IT.
 - 5.5.2. AFDPO will send FTP access or deactivation information via encrypted email once completed DD 2875 is received.
 - 5.5.2.1. Verifies receipt of account information in accordance with the access instructions within 72 hours. All access accounts not verified in the allotted time frame will be deactivated.
- 5.6. Serves as the liaison to the CTO.
- 5.7. Establishes procedures to notify the OPR when a publication or form is officially published.
- 5.8. Ensures record sets, both physical and electronic, are maintained in accordance with AFI33-360 and AFMAN37-123 and disposed of in accordance with the AFRIMS RDS. Ensures OPRs who develop official publications comply with AFI33-360.
- 5.9. Monitors and replenishes the stock of their MAJCOM physical products stored in the AFPDC.
- 5.10. Provides input for the Product Announcement in the prescribed format.

6. Organization Account Representative (OAR).

- 6.1. Obtains controlled forms and publications for the organization.
- 6.2. Notifies the organization's system administration personnel that the organization's address should be included in the base local area network to provide the organization access to electronic products.
- 6.3. Maintains accountability for controlled products.

- 6.3.1. Ensures accountable receipts for either classified documents or accountable forms are signed and returned to the AFPDC. **Note:** Accounts will be suspended if document receipts are not returned by the suspense date indicated on the document receipt.
- 6.3.2. Establishes and maintains a centralized method of control for all accountable forms to include the quantity received, complete serial numbers, the date issued, used, or destroyed. Destroys the records after removal from the active file in accordance with the AFRIMS RDS.
- 6.3.3. Records destruction of accountable forms on an AF IMT 310, *Document Receipt and Destruction Certificate*. Destroy two years after last serially numbered form in series has been issued according to Air Force Records RDS.
- 6.3.4. Establishes and maintains local procedures for disposing of excess stock (follows guidance in DoD 5200.1-R/AFI31-401, *Information Security Program Management*).
- 6.3.5. Reviews product announcements for the organization.
- 6.3.6. Maintains information about the AF Form 1846 account for alternate and replacement personnel.
- 6.3.7. Stores accountable blank forms as directed by MAJCOM or FOA publications/forms manager.

Section B—Publications and Forms Processing

7. Required format for processing standard Air Force publications.

- 7.1. Use Microsoft Word® 12-point Times New Roman font, full-measure format (NOT dual-column format), one-inch top, bottom, left, and right margins, with material flush left.
- 7.2. Use a single Word .doc file for the publication with its figures, tables, attachments, and graphics integrated. **Note:** The OPR must also provide separate source files for each figure and/or graphic in the publication in a “.tif”, “.gif”, or “.jpeg” file format (“.tif” is the preferred format).
- 7.3. AFDPO may require the OPR to submit .pdf files and metadata for unique products (i.e., Policy and Guidance Memorandums, visual aids, supplements to DOD Issuances, etc.).

8. Rescinding Field and Departmental Publishing Products.

- 8.1. Publications/Forms Managers must provide valid documentation before AFDPO will remove a posted publishing product. See AFI33-360 for requirements.
- 8.2. Send all requests via e-mail to AFDPO/PPP AFDPO-PPP@pentagon.af.mil. Include product disposition instructions.

9. Publication/Form Action Requests. An AF Form 673 must accompany all action requests sent to AFDPO AFDPO-PPP@pentagon.af.mil. See AFI33-360 for preparation instructions. AFDPO must receive a completed AF Form 673 that reflects full coordination and is certified and approved at the proper levels as defined in AFI33-360 before a publication/form will be processed or posted.

10. Submitting Departmental Publications for Tagging.

10.1. OPRs should utilize AFDPO's Publications Review Checklist prior to submitting products to AFDPO.

10.2. Send all draft publications, AF Form 673, and associated files via email to AFDPO/PPP, AFDPO-PPP@pentagon.af.mil, for processing. OPRs should use the Publications Review Checklist located on the e-Publishing home page at www.e-publishing.af.mil. Ensure all files associated with the publication are included in the e-mail request. The file names must adhere to the established naming convention (see section 11.3.1). **Note:** It is the OPRs responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed. The OPR must also provide separate source graphics files in ".tif", ".jpg", ".gif" format for each figure or graphic used in the publication.

11. Submitting Field Publications for Tagging.

11.1. Field publications/forms managers will ensure draft products conform to AFI33-360 guidance before they are sent to the AFDPO FTP site. For specific instructions and further guidance, please refer to the CTO Manual located on the home page at www.e-publishing.af.mil.

11.2. Ensure all files associated with the publication (.doc or .rtf) are in a folder. The folder and all file names must adhere to the established naming convention (e.g., AFI33-360). The OPR must identify and place figures, tables, and graphics in the publication or integrated file where they are to be printed and also provide separate source graphics files in ".tif", ".jpg", or ".gif" format for each figure or graphic used in the publication.

11.3. Field publishers will submit files for tagging by way of the FTP site. **Note:** Files must not be sent via e-mail. If you lack access to the FTP site, send an e-mail to AFDPO-CTO@pentagon.af.mil to request a login and password. (See paragraph 4.5.2) When field publishers have placed publications on the FTP site, they will send an e-mail to AFDPO-CTO@pentagon.af.mil advising that files are ready for processing. This notification should include but not limited to the following information:

- 11.3.1. Publication short title - (example: AETCI10-201).
- 11.3.2. Number of pages – verify correct number of pages in publication.
- 11.3.3. If special instructions are needed, please give specific details.
- 11.3.4. OPR Organization (office symbol) and name of POC.
- 11.3.5. OPR DSN and e-mail address.

12. Departmental Form Development.

12.1. When a requirement exists to collect information, OPRs and local forms managers will develop a form. The local forms manager will ensure the new form will not duplicate an existing form. All forms will be developed using the mandated Air Force forms designer software. Alternative or printed formats must be justified and approved by the forms manager.

12.2. Only prescribed forms must be listed in a directive publication.

12.3. Forms must be designed using the current version of the forms software, unless an alternative format (i.e., Adobe .pdf or paper) is requested and supported by a written justification. When submitting your form to AFDPO for publishing, the following steps must be completed:

12.4. Submit publishing requests by email to AFDPO-PPP@pentagon.af.mil with the properly completed and coordinated AF Form 673. If the form has been designed using the Air Force designer software, forward the licensed, unlocked form (“.xfu”) file and locked form (“.xfdl”) file. The unlocked and locked versions of the file may be included in the email or sent via the AFDPO FTP.

12.5. Submit requests for AFDPO/PPP to develop forms via email or FTP. The request should include an MS Word or Adobe .pdf draft of the form. The proposed form will be designed in the Air Force forms designer software. Once the form is designed, it will be returned to the OPR via email or FTP for review and approval to ensure the form meets the OPRs needs. Once the OPR approves the form, it will be posted on the web site.

12.6. AFDPO issues and maintains a control log for each departmental form number assignment.

12.7. If the form has been designed by the initiating organization using the approved software, submit the .xfu and .xfdl which are the unlocked and locked versions of form. (Examples: **Unlocked:** usafa242.xfu and **Locked:** usafa242.xfdl).

12.8. If a new or revised publication prescribes forms, allow time to design, reproduce, and disseminate the new or revised form. Coordinate the proposed form with functional offices (see AFI33-360).

13. MAJCOM and Field Activity Forms.

13.1. MAJCOMs and Field Activities will design, license, complete the metadata, and lock their forms before submitting them to AFDPO for posting on the website.

13.2. Forward an e-mail to AFDPO-CTO@pentagon.af.mil. with the word POST in the subject line. **Note:** The unlocked and locked files must follow the file naming convention.

13.2.1. MAJCOM/Field Activities will either forward the form via email or export the form to the AFDPO via the FTP site.

13.2.2. In the email, include pertinent information about the form such as whether the form is stocked and issued, or if it supersedes another form.

13.3. Enter all metadata information in the unlocked form using the Metadata tool.

13.4. Save format as uncompressed.

13.4.1. Go to File –Form Setup.

13.4.2. Select UNCOMPRESSED under Save Format.

13.4.3. Submit both the LOCKED and UNLOCKED form versions (Examples: **Locked:** usafa242.xfdl and **Unlocked:** usafa242-.xfu).

14. Submitting Items for the Product Announcement. Product announcements inform users of new, revised, or obsolete electronic and physical products. Product announcements are issued bi-weekly and can be accessed under the Product Announcement link on the e-Publishing website. Publications/forms managers are responsible for forwarding information about their products to AFDPO to be included in the product announcement. Information for inclusion in the product announcements must include short title, long title, and date of product. Product announcement information should be submitted via e-mail to AFDPO-PPP@pentagon.af.mil and must include “Product Announcement” in the subject line. Informa-

tion received after the cut-off of a Product Announcement will appear in the next product announcement published.

Section C—Procurement and Distribution Process

15. General Information.

15.1. The Procurement and Distribution Process includes the acquisition, receipt, storage, retrieval, and dissemination of publishing products (electronic and physical). Procurement and Distribution management objectives are to:

16. Requesting Printing Support.

16.1. Submit requests for printing support to AFDPO prior to submitting the printing job. See AFI33-360 paragraph 2.21 for further guidance.

16.2. Physical products will be submitted with an AF Form 673 or official memorandum.

16.2.1. If a physical product has a special printing requirement, such as a cover, the OPR must justify it on the AF Form 673 in Block 13.

16.2.2. When a physical product requires color printing, the OPR must submit a memorandum signed by their 2-letter, a GPO Form 952, *Desktop Publishing Disk Information*, and a distribution list, if applicable. The memorandum should include the printing specifications.

16.3. All physical product requests must be coordinated with AFDPO/PP prior to submission. OPRs are responsible for funding the printing of non-departmental physical products. AFDPO will review the request and notify the POC of the approval/disapproval.

17. Physical Product Storage and Distribution from the Air Force Publishing Distribution Center (AFPDC).

17.1. Field publications/forms managers who require AFPDC support for storage and distribution of their physical products should submit a written letter or email request to AFDPO prior to sending the product to the AFPDC. At a minimum, your request should contain the OPR, contact number, office symbol, short title, long title, date, requested delivery date and quantity to be stored. Upon approval of your request, AFDPO will provide you with specific labeling and bar coding requirements for the Short title, publication date, and quantity.

17.2. AFDPO will send a monthly inventory to each MAJCOM publications/forms manager. Publications/forms managers should review this inventory for stock needing replenishment and take the necessary measures to reorder stock and forward to the AFPDC. Prior to sending new or reprinted products to the AFPDC, publication/forms managers must forward a copy of their printing documentation or a memo specifying the short title, long title, product date, OPR, due-in date, due-in quantity, and printing specifications to AFDPO at AFDPO-PPL@pentagon.af.mil. If the product is a revision and/or change, please provide disposition instructions, i.e., previous stock is obsolete, to be salvaged, is to be used until exhausted, etc. **Note:** Only field publications should be forwarded to the AFPDC for stock and issue.

18. Distribution of Classified Publications.

18.1. When distributing classified publications, the security procedures in DoD 5200.1-R/AFI31-401 take precedence over all other procedural functions. See AFI33-360 for further guidance.

18.2. Government agencies and other DoD components must request classified Air Force publications from the OPR. The AFPDC will not issue Air Force classified publications to other Services or government agencies without written approval from the OPR. The written approval must be in an official memorandum which includes the signature of the OPR or letter in .pdf format via e-mail.

18.3. Restricted products cannot be posted to the e-Publishing website. Review production alternatives with the publications/forms manager.

19. Obtaining Controlled Products. Organizational accounts are required for organizations and contractors requiring controlled products (FOUO or classified publications and storage safeguard or accountable forms). **Note:** Organizational accounts will be approved and issued for controlled products only.

20. Obtaining an Organizational Account.

20.1. Use an AF Form 1846 to establish an organizational account. Prepare the AF Form 1846 and retain a copy for your records. You must have a “.mil”, “.gov”, or “.edu” email extension to be approved for a user account. Organization commanders must verify clearance level of any individual requesting access to classified material prior to appointment as Organizational Account Representative (OAR) and alternate. The OAR completes and then sends the approved AF form to the organization's publishing office for signature of verifying official (publications/forms manager) and then to the AFPDC. Send the AF Forms 1846 to the AFPDC by mail (8410 Kelso Drive Suite B, Baltimore, MD 21221), e-mail (AFDPO-AFPDCService@pentagon.af.mil), or fax to DSN584-4629; Commercial: 410-687-3799. Once processed at the AFPDC, the AF Form 1846 account information is sent to the OAR at the organizational e-mail address provided on the AF Form 1846. **Note:** Organizational accounts will be approved and issued for restricted (FOUO, accountable, storage safeguard and General Officer Protocol Stationery, Classified and Secret) products only. Contractors must obtain the approval of their contracting officer and include the contract number and expiration date of contract. Additionally, you must have a “.mil” e-mail extension on the e-mail address to establish an organizational account. Complete the AF Form 1846 as follows:

20.2. OAR Information. Identification boxes are used to identify your location. They are self-explanatory. The requesting official is the OAR.

20.3. OAR Responsibility. Check those item categories for which requisitions will be submitted. List all items under the appropriate category (i.e., if the organization requires accountable forms, list each one in the block titled "Accountable forms.") Indicate the level of classification the organization is authorized to store.

20.3.1. Approving and Verifying Official.

20.3.2. The verifying official is the host base publications/forms manager. Their signature verifies to the AFPDC that the organization exists on the base.

20.3.3. The verifying official must return the form to the OAR who sends the AF Form 1846 to the AFPDC via fax or mail. For contractors requiring controlled products, the organization commander or the contracting officer will sign and approve the AF Form 1846. This signature is the authorization for the organization to receive controlled products.

20.4. Account Number. Leave blank. The AFPDC will send the account number to the OAR via e-mail once the account request is approved and processed.

20.5. Account Validation. Upon receipt of the account information, the OAR **must** access the e-Publishing website to validate (register) the account.

20.6. How to Request Changes to an Organizational Account. All changes to an organizational account require the submission of a revised AF Form 1846. The OAR marks the revision block on the top of the form to indicate that the form is revised. The OAR also fills in the account number block when submitting any changes.

20.6.1. When the OAR changes, a **revised** AF Form 1846 must be submitted to the AFPDC. The only information required on the revised form is the new OAR information and signature and the approving official's name and signature.

20.6.2. When OARs need to add or delete an item from the organizational account or cancel the account, they must submit a **revised** AF Form 1846. The changes they request must be clearly identified on the form. Additions and deletions require the OAR and approving official's names and signatures. Notification of changes in the verifying officials should be sent to AFDPO/PPL at AFDPO-PPL@pentagon.af.mil.

20.7. Issuing Organizational Accounts to Contractors. A contractor should not establish or request an organizational account for one-time issues or for unrestricted/unclassified physical products.

20.7.1. Contractors who have a ".mil" e-mail address can establish user accounts for unrestricted/unclassified physical products.

20.7.2. Contractors who have a need for a one-time issue of physical products should obtain the needed items through their contracting officers. The contracting officer should request one-time issuances of physical products from the AFPDC by memorandum.

21. Air Force Contracting Officers.

21.1. Are responsible for approving the AF Form 1846, which authorizes contractors to order physical products. Contracting officers must verify clearance level of any individual requesting access to classified material prior to approving as OAR and alternate.

21.2. Ensure the AF Form 1846 includes the contract number, expiration date, and the list of physical products the contractor is authorized to use. If additional unrestricted/unclassified physical products are required or if the contract is extended, the contracting officer must provide written documentation to the AFPDC to substantiate and initiate an AF Form 1846 change action.

22. Obtaining Unclassified/Unrestricted Physical Products.

22.1. Individuals needing unrestricted physical products should request a user account via the e-Publishing website. You must have either a .mil, .gov, or .edu e-mail extension to be approved for a user account.

22.2. Requests for user accounts are submitted and processed on-line. Users should access the e-Publishing website at <http://www.e-publishing.af.mil> and choose the on-line ordering link on the home page. Users should then choose "Users who do not have an account, click here." The user must *completely* fill out the form on-line. Users select their own user names and passwords during this process.

It is important that users remember the user names and password they have selected. Should users forget either their user name or password, they may contact AFDPO Customer Service Desk, DSN 754-2400 for assistance. Once submitted, the requests will be processed within 24 hours. Users will be notified by e-mail that their request for an account has either been approved or disapproved.

22.3. The AFPDC will issue Air Force products only to sister services and other government agencies. Non-government agencies must go through their respective channels to obtain DoD, GSA (Standard Forms), and other non-Air Force products.

22.4. Order physical products through the e-Publishing website via on-line ordering. The system automatically acknowledges orders, and customers can view the status of orders on-line (see [Attachment 2](#) for additional guidance).

22.5. For over maximum issue AFDPO imposes a *monthly* (max issue) on each physical product stocked at the AFPDC. The max issue is based on the average monthly usage of each product.

22.5.1. If you need a one-time issue which exceeds the max issue, you will be able to submit your order for the quantity you need via on-line ordering. You must then fax a justification with your commander's signature to the AFPDC within 1 week of placing your order. If you do not submit your justification your order will be cancelled or the quantity will be changed. You will be notified via e-mail of the status of your order.

22.5.2. If you need more than the max issue on a recurring basis, send a request through your MAJCOM publications/forms manager or the OPR for the product, as appropriate. Once we receive the approved request from either your publications/forms manager or the OPR for the product, we will waive the over max issue limit for your account for that particular product. You will be allowed to order the amount you were approved for on a monthly basis without having to go through the review process, however, additional amounts exceeding the recurring approval amount will require a justification letter. Please remember to include your account number, the short title of the product you will be ordering, Content Manager, and the quantity you will need to order each month in your request.

23. Service and Order Desks.

23.1. A service desk is located at AFDPO to provide support to all e-Publishing customers on all issues related to e-Publishing. This includes technical support related to e-Publishing on-line applications and products, the *Air Force Electronic e-Publishing Library*, and any other general questions related to e-Publishing. Submit requests for assistance via phone, fax, e-mail, or regular mail. All customer calls and support requests will be logged and tracked in order to provide analysis for improving e-Publishing and reports for management. The service desk will evaluate and route calls, as needed, for appropriate resolution to the other support services. The mailing address is AFDPO/PPL, 3 Brookley Avenue Box 94, Bolling AFB DC 20032-5000.

23.2. An order desk is located at the AFPDC in Baltimore, MD. The order desk processes all routine orders on a daily basis. The order desk interacts with non-connected users; providing research assistance, placing orders for physical products and dispatching electronic products in a timely, cost-effective format usable by the customer. The mailing address is AFPDC, 8410 Kelso Drive Suite B Baltimore, MD 21220-2898.

24. Document Automation and Production Service (DAPS). The e-Publishing website provides a link to DAPS for ordering bulk printing of electronic products. Alternatively, customers can order directly from their local DAPS office. **Note:** Funding for printing of publishing products may be centralized within your local publishing function. Contact your publications/forms manager for local procedures.

25. Sale to the Public. Physical products, which are not restricted, are available for sale to the general public from the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001. The e-Publishing website provides a link to NTIS.

26. Purpose of Social Protocol Stationery. Social protocol stationery is used for an official social function when a general officer acts as host on behalf of the Air Force at an Air Force-sponsored function; or when a general officer participates in an official social function as an official representative of the Air Force.

27. How to Obtain Social Protocol Stationery. Protocol officers and executives may order stationery items through the e-Publishing website via their OAR or they may establish a separate AF Form 1846 account for the sole purpose of ordering protocol stationery. To establish a separate account, the requester must send an AF Form 1846 to the AFPDC. Requester must check the block marked "safeguard" for all social protocol stationery items. The general officer must sign the AF Form 1846. Social protocol stationery cannot be ordered for a visiting general officer or a retired General Officer. The general officer's executive or protocol officer is responsible for ordering and forwarding the stationery to the required location.

28. Stationery Items Available. The Air Force provides the following stationery items for official social functions. Do not use these items for any other official or personal purpose. The stationery has the general officer flag of the appropriate grade on the first sheet; the second sheets and envelopes do not. These items are printed using the offset printing method.

28.1. Invitations. Each package contains 250 invitations. Unit of requisition is box (BX).

28.1.1. AF Form 1900, *General's Invitation* (Preprinted Format).

28.1.2. AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format).

28.1.3. AF Form 1902, *Major General's Invitation* (Preprinted Format).

28.1.4. AF Form 1903, *Brigadier General's Invitation* (Preprinted Format).

28.1.5. AF Form 1937, *General's Invitation* (Blank Format).

28.1.6. AF Form 1938, *Lieutenant General's Invitation* (Blank Format).

28.1.7. AF Form 1939, *Major General's Invitation* (Blank Format).

28.1.8. AF Form 1940, *Brigadier General's Invitation* (Blank Format).

28.2. Note Paper. Each package contains 500 sheets of printed note paper. Unit of requisition is box (BX).

28.2.1. AF Form 1908, *General's Note Paper*.

28.2.2. AF Form 1909, *Lieutenant General's Note Paper*.

28.2.3. AF Form 1910, *Major General's Note Paper*.

28.2.4. AF Form 1911, *Brigadier General's Note Paper*.

28.2.5. AF Form 1912, *General Officer Note Paper Second Sheet*.

28.3. Place Cards. Each package contains 250 cards. Unit of requisition is box (BX).

28.3.1. AF Form 1904, *General's Place Card*.

28.3.2. AF Form 1905, *Lieutenant General's Place Card*.

28.3.3. AF Form 1906, *Major General's Place Card*.

28.3.4. AF Form 1907, *Brigadier General's Place Card*.

28.4. Envelopes. The envelopes are plain. Users may have official return address imprinted locally. **Note:** Because envelopes are procured separately. We will make every effort to match color, however, there is no guarantee that the paper color will match the stationery: Unit of issue is box (BX).

28.4.1. AF Form 1913, *Envelopes for Invitations* (250 per box).

28.4.2. AF Form 1914, *Envelopes for Note Paper* (500 per box).

29. Senior Executive Service (SES) Stationery. There are two stationery items along with envelopes available for members of the SES:

29.1. AF Form 3990, *SES Note Paper*.

29.2. AF Form 3991, *SES Invitation* (Blank Format).

29.3. AF Form 1913, *Envelopes for Invitations*.

29.4. AF Form 1914, *Envelopes for Note Paper*.

30. Who May Use the Stationery.

30.1. Assigned general officers may use stationery items at any Air Force component while on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status.

30.2. Retired General officers cannot use stationery items.

30.3. General officer selectees may order stationery items once notified of their effective date of promotion; however, brigadier general selectees may not use stationery items until officially promoted.

30.4. SES stationery items are available solely for use by members of the SES. SES selectees may order stationery items once notified of their effective date of promotion; however, they may not use stationery items until officially promoted.

31. Restrictions on Supplements Regarding Social Protocol Stationery and Forms.

31.1. Field activities will not supplement this section and will not consolidate or order command requirements for the forms.

31.2. Stationery items are not available from commercial sources.

31.3. Stationery items that the Air Force issues may not be sold.

31.4. Organizations will not order stationery merely to have it available for use by transient general officers.

32. Specialty and Unique Products.

Specialty and unique products are products such as place cards, invitation cards, note pads, “club” stationery, etc.

32.1. These items are used only by Headquarters Air Force organizations. **Note:** SAF/AAF is responsible for ordering these products for the offices above, via the e-Publishing website.

32.2. All specialty and unique products will be listed by form numbers in the product index, located on the e-Publishing website. SAF/AAF must have an approved AF Form 1846 on file at the AFPDC listing all products to be ordered.

32.3. Special Secretary of the Air Force letterhead products are ordered by SAF/AAF and printed by AFDPO. SAF/AAF must supply the required artwork, specifications, and quantities of all new and reprinted specialty products.

32.4. A limited supply of (blue) headquarters letterhead stationery will be printed and stocked at the AFPDC; however, it does not take the place of the requirement to use the letterhead template provided.

32.5. All non-HAF, base, and MAJCOM letterhead will be printed by the local DAPS office.

Safeguard , Accountable, and General Purpose Forms

33. Ordering and Receiving Accountable Forms.

Accountable forms are ordered via online ordering, however, users must have an approved organizational account (AF Form 1846) on file with the AFPDC authorizing issuance of specific accountable forms prior to submitting orders.

33.1. As soon as the OAR receives a shipment of accountable forms from the AFPDC, they should thoroughly check each form for proper serial number and compare the shipment with entries on the document receipt, which accompanies the shipment. If the inventory is correct, sign the original receipt and return it to the AFPDC within the required 45 days.

33.2. If there is any discrepancy, immediately report this to the AFPDC, by annotating the receipt with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the OAR is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. The OPR is shown in the prescribing directive; also, read the directive to see if it gives any special instructions on how to report the loss.

34. Storing Safeguard and Accountable Forms and Using General Purpose Forms.

34.1. Store blank safeguard forms in locked cabinets, security filing cabinets, secure rooms, or similar manner to ensure they are not accessible to unauthorized personnel. Store accountable forms in a locked cabinet in a locked room. Do not store in containers with classified material.

34.2. Use a general purpose form when a local form is needed, but only limited stock is required. Alter general purpose form designs as needed.

- 34.2.1. Renumber general purpose forms according to your organization's numbering system if you:
- 34.2.2. Change the design of the form by modifying lines and you need enough copies of the form to warrant reproduction.
- 34.2.3. Use the form to collect information subject to the *Privacy Act of 1974* and also to collect information on a recurring basis.

Section D—Training

35. Forms/Designer Training and Computer-Based Training (CBT).

- 35.1. Forms Designer training schedules are posted on the website via AF Portal
- 35.2. MAJCOM-level Publishing Managers are required to submit an e-mail request for training to AFDPO on behalf of the student(s) via AFDPO customer service www.e-publishing. The e-mail should list the student's name, e-mail address, DSN, organization and organization office symbol. Additionally, students will also need to provide the name and telephone number of an emergency POC.
- 35.3. Personnel requesting training within AFDPO must inform their unit security managers to initiate a visit notification request within the Joint Personnel Adjudication System (JPAS)/Joint Clearance and Access Verification System (JCAVS). AFDPO security manager(s) will verify attendee's clearance level, and other pertinent information.
 - 35.3.1. AFDPO Security Manager Office (SMO) information is as follows:
 - SMO Code is: HH25FRPH.
 - SMO Name is: AFDPO/ Level 6.
 - SMO Location is: BOLLING AFB, DC.
 - 35.3.2. AFDPO will verify that space is available and forward a confirmation e-mail that the student is registered for the course. **NOTE:** Space is limited to seven seats and reserved on a "first come, first served" basis.
- 35.4. If class is full, AFDPO will:
 - 35.4.1. Contact MAJCOM-level Pubs Manager.
 - 35.4.2. Place individual(s) on a 'wait list' or place them in the next available class per the Publication Manager's request.
- 35.5. Within two-weeks of the class date, a final confirmation e-mail will be sent to the MAJCOM publishing managers as well as the student(s) who are registered for the class. **ONLY** those who respond to the e-mail requesting final confirmation will be considered registered for the upcoming class.
- 35.6. If the individual who is registered for the class does not respond/confirm, they will be dropped from the list and someone from the waitlist will be added.

35.7. There is no cost associated with the Forms Designer Training class, however, the cost of the TDY is unit-funded. Students are responsible for arranging travel. The Forms/Designer class is held Tuesday – Thursday. **Monday** and **Friday** are considered travel days.

35.8. Students are given lecture as well as several hands-on projects to complete.

35.9. Students are encouraged to bring forms from their office to work on during class “hands-on” time.

35.10. Upon completion, students fill out evaluation forms and receive their certificate.

35.11. Attire for training: Military members should report in “Uniform of the Day”. Civilian dress is business casual.

36. CBT access.

36.1. Login to the AF Portal

36.2. Click on Library on the AF Toolbar

36.3. Select publications

36.4. Click on the AF e-Publishing (AF Departmental Publishing Office) link. This will direct you to the AFDPO page

36.5. Scroll down to Essentials

36.6. Under the Designer’s Corner, click AFDPO Learning Management System (LMS)

36.7. Click the AFDPO LMS Login link

37. Forms Adopted. AF Form 673, *Air Force Publication/Form Action Request*; AF IMT 847, *Recommendation for Change of Publication*.

38. Forms Prescribed.

AF Form 1846, *Request for and Record of Organizational Account*; AF Form 1900, *General's Invitation* (Preprinted Format); AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format); AF Form 1902, *Major General's Invitation* (Preprinted Format); AF Form 1903, *Brigadier General's Invitation* (Preprinted Format); AF Form 1904, *General's Place Card*; AF Form 1905, *Lieutenant General's Place Card*; AF Form 1906, *Major General's Place Card*; AF Form 1907, *Brigadier General's Place Card*; AF Form 1908, *General's Note Paper*; AF Form 1909, *Lieutenant General's Note Paper*; AF Form 1910, *Major General's Note Paper*; AF Form 1911, *Brigadier General's Note Paper*; AF Form 1912, *General Officer Note Paper Second Sheet*; AF Form 1913, *Envelopes for Invitations*; AF Form 1914, *Envelopes for Note Paper*; AF Form 1937, *General's Invitation* (Blank Format); AF Form 1938, *Lieutenant General's Invitation* (Blank Format); AF Form 1939, *Major General's Invitation* (Blank Format); AF Form 1940, *Brigadier General's Invitation* (Blank Format); AF Form 3990, *SES Note Paper*; AF Form 3991, *SES Invitation* (Blank Format); AF Form 2519, *All Purpose Checklist*; AF Form 3126, *General Purpose* (8-1/2 x 11 inches); AF Form 3130, *General Purpose* (11 x 8-1/2 inches); AF Form 3131, *General Purpose* (11 x 8-1/2 inches); AF Form 3132, *General Purpose* (11 x 8-1/2 inches); AF Form 3136, *General Purpose* (11 x

8-1/2 inches); AF Form 3137, *General Purpose* (11 x 8-1/2 inches); AF Form 3153, *General Purpose Calendar* (11 x 8-1/2 inches).

MICHAEL W. PETERSON, Lt General, USAF
Chief of Warfighting Integration and Chief Information Officer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD33-3, *Information Management*, 28 March 2006

AFI31-401, *Information Security Program Management*, 1 November 2005

AFI33-360, *Publications and Forms Management*, 18 May 2006

AFMAN37-123, *Management of Records*, 31 August 1994

DoD Regulation 5400.7_AFSUP1, *Department of Defense Freedom of Information Act Program*, 24 June 2002

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force instruction

AFMAN—Air Force manual

AFPD—Air Force policy directive

AFPDC—Air Force Publishing Distribution Center

CTO—Central Tagging Operation

DD—Department of Defense (as used on forms)

DAPS—Document Automation and Production Service

DoD—Department of Defense

DRU—Direct Report Unit

E-mail—Electronic Mail

e-Publishing—Electronic Publishing

FOA—Field operating agency

FOUO—For Official Use Only

HQ USAF or HAF—Headquarters United States Air Force

IMT—Information Management Tool

MAJCOM—Major command

NTIS—National Technical Information Services

OAR—Organization Account Representative

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel since their misuse could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance.

Central Tagging Operation—The e-Publishing component in support of field level publishing activities that transforms electronic publications to Standard Generalized Markup Language, Extensible Markup Language, and other distribution formats. The central tagging operation also performs electronic supplement integration.

Document Automation Production Service (DAPS)—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

e-Publishing—Central website for accessing, viewing, downloading, and printing electronic products; physical products may be ordered from the e-Publishing website. Information on product development and links to other agency publications are also provided on the e-Publishing website (www.e-publishing.af.mil).

For Official Use Only Material—Unclassified material which qualifies for withholding from the public under one or more of exemptions 2 through 9 of the Freedom of Information Act (FOIA). (See chapter 4, Air Force Supp to DoD Regulation 5400.7.) The OPR for the material will review requests to determine the material's releasability.

Form—A tool used for the collection, recording and extraction of standardized information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Metadata—A collection of information about a product that is loaded on the e-Publishing website.

New Publication—A publication never before issued in a given category.

On-Line Ordering—Air Force's one-stop shopping mall for all publications, forms, and other physical products that are ordered electronically via the e-Publishing website.

Product Announcement—An information tool used to inform customers of product changes in the Air Force e-Publishing Program.

Product Index—A comprehensive central database index of all Air Force publishing products.

Program Manager—The individual responsible for the control, direction, or coordination of a group of things, tasks, or processes to be followed.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information.

Publications/Forms Manager—One who supervises and manages the publications and forms programs and recommends improvements to SAF/AA (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

Repository—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are kept and maintained. The files are maintained in a directory structure which is arranged by publishing organization.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Storage Safeguard Forms—These forms are not releasable outside DoD and require storage protections since they could be put to unauthorized or fraudulent use. The unit receiving these requests from non-DoD personnel returns them to the requesters stating that the Air Force controls these forms and that they cannot be released.

Attachment 2

ACCOUNT REQUEST INSTRUCTIONS

A2.1. Establishing a New e-Publishing Account.

A2.1.1. Click the *e-Publishing Account Login for On-line Ordering* link on the e-Publishing page of the AF Portal. <https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?command=org&pageId=681742&channelPageId=-569377>

A2.1.2. Click the *NEW e-Publishing Account* link under *Create an e-Publishing Account*.

A2.1.3. Fill out all of the information requested and click the save button.

A2.1.4. Upon approval of your account, you will be sent an e-mail with a link which will enable you to log in.

A2.1.5. Click on the link in the e-mail and log in to the e-Publishing system with your e-mail address and the password selected when the e-Publishing account was created.

A2.1.6. Your e-Publishing account has been created.

A2.2. Establishing an e-Publishing Ordering Account. After establishing an e-Publishing account, an ordering account must be added to the e-Publishing account. To do so, after logging in to the e-Publishing account, click on *Ordering Accounts*, which will be on the left side of the “**WELCOME SCREEN**”. Choose the option *Request General Account* and click continue. Once information is submitted, the request will be sent to AFDPO for approval. Once the account is approved, you may start ordering unclassified products from the e-Publishing website. **Note:** Previous e-Publishing account holders will have to establish ordering accounts by choosing the *Associate General Account* option.

A2.3. On-line Ordering Procedures.

A2.3.1. Go to the e-Publishing page on the AF Portal.

A2.3.2. Click *e-Publishing Account Login for On-line Ordering*.

A2.3.3. At the e-Publishing Account Login section:

A2.3.3.1. Enter your e-mail address and password.

A2.3.3.2. Click Login.

A2.3.3.3. You will be taken to the e-Publishing Account Main Page.

A2.3.3.4. You will see Welcome [your name].

A2.3.4. To place an order, click *Order Products* on the left side of the page:

A2.3.4.1. Enter the product you wish to order in the white box under *Search for a product* and click **GO**. (**Note:** Do not use spaces in this section; example: To order AF Form 10, enter AF10).

A2.3.4.2. Once you are taken to the product, check the Order box and click Add to Cart.

A2.3.4.3. Change the number in the quantity box to the number of items you wish to order.

A2.3.4.4. If you wish to order more products, under Order Options, click Order More Products.

A2.3.4.5. Enter the product you wish to order in the white box under *Search for a product* and click **GO**.

A2.3.4.6. Once you are taken to the product, check the Order box and click Add to Cart.

A2.3.4.7. Change the number in the quantity box to the number of items you wish to order.

A2.3.4.8. If you do not wish to order more products, under Order Options, click *Submit Order*.

A2.3.4.9. Users who have forgotten their password should contact Customer Service at e-publishing@pentagon.af.mil.

A2.3.4.10. Questions about your order should be sent to AFDPO-AFPDC-Service@pentagon.af.mil.

Attachment 3



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

**SAMPLE
GUIDANCE MEMORANDUM (GM)
AND POLICY MEMORANDUM (PM)**

AMCGM33-01
1 Nov 07

MEMORANDUM FOR PUBLISHING COMMUNITY

FROM: AMC/CC

SUBJECT: Guidance Memorandum (GM) on Formatting a Policy Memorandum (PM) and GM

1. Format AFPMS and GMs in accordance with AFMAN33-326, *Preparing Official Communications*. Indicate in the Subject line whether it is a Policy or Guidance Memorandum. If issuing new policy or guidance, include required releasability, applicability, and records set statements as prescribed in AFI33-360, *Publications and Forms Management*, paragraph 2.12.7 (as shown in paragraph 1).
2. Control numbers are placed above the date. GMs will be numbered consecutively under the appropriate subject series (e.g., AFGM33-01).
3. AFPMs and all GMs will end with the following statement: "The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier." (See paragraph AFI33-360, paragraph 2.12.5.2.13.2.)

Signature Element

Attachment 4



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

**SAMPLE OF
AMENDED
GUIDANCE MEMORANDUM (GM)
AND
POLICY MEMORANDUM (PM)**

AFI25-201_AFGM25-01
10 July 2007

MEMORANDUM FOR DISTRIBUTION C AND ALMAJCOM/CV

FROM: HQ AF/A3/5
1040 Air Force Pentagon
Washington, DC 20032-1234

SUBJECT: Sample for Amended Guidance Memorandum (GM) and Policy Memorandums (PM)

This is a Guidance Memorandum immediately implementing changes to AFI25-201, *Support Agreements Procedures*. It provides policy and guidance for field units to make official waiver and deviation requests through their chain of command across Air Force and CSAF. Compliance with this publication is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management

Requests for waivers/deviations must justify why the unit cannot comply with the existing guidance, identify the specific criteria in the instruction by referencing the affected paragraph(s) causing the waiver/deviation request, actions taken to achieve compliance and expected date of compliance.

Test and trial programs that deviate from this instruction are not authorized without prior major command (MAJCOM) approval.

Publishing of an updated version of the instruction will require updating of all of the affected approved waivers/deviations.

2

Requests for waivers/deviations must justify why the unit cannot comply with the existing guidance, identify the specific criteria in the instruction by referencing the affected paragraph(s) causing the waiver/deviation request, actions taken to achieve compliance and expected date of compliance.

This request needs to contain important information that references items noted in this GM. This applies to all Air Force and CSAF organizations.

The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

DCS Name
DCS Rank, USAF
DCS, Program Area